



DEPARTMENT OF THE ARMY
UNITED STATES ARMY GARRISON-SELFRIDGE
44370 Jefferson Avenue
SELFRIDGE ANGB, MI 48045-4941

REPLY TO
ATTENTION OF:

ANNOUNCEMENT NUMBER 19-04

FLEXIBLE

DUTY SCHEDULE: IRREGULAR

OPENS: 01 JANUARY 2004
CLOSES: OPEN CONTINUOUS

TITLE: COOK, NA-7404-04

AGENCY: U.S. Army Garrison-Michigan (Selfridge)

LOCATION: MWR FUND, Operations Branch-Golf Activities
Selfridge ANG Base, MI 48045

SALARY: \$9.93 per hour

DUTIES: Performs a full range of simple cooking by preparing and cooking items that require little or no processing, such as pancakes, sausage, eggs, hamburgers, and fresh or canned vegetables. Prepares hot cereals and concentrated or dehydrated soups, sauces and gravies. Makes cold sandwich fillings. Sets up and replenishes salad bar.

Prepares food by peeling, chopping, grinding, paring, cutting, slicing, dicing, pureeing, dredging, flouring, or breading. Weighs, measures, and assembles ingredients for regular and modified menu items. Mixes ingredients according to precisely written recipes. Covers, dates, and stores leftovers according to established procedures.

Operates a variety of kitchen equipment using gas, electricity, steam or microwave heat sources. Disassembles, cleans and assembles component parts and accessories, following safety procedures to avoid personal injury and damage to the equipment. Uses and cleans a variety of cooking utensils to measure, weigh, and process food items. Cleans, stores, and maintains all equipment and work areas after each use. Cleans other work areas and equipment, such as worktables, floors, walk-in refrigerators, etc., on an established cleaning schedule. Follows established sanitation procedures when handling food. Ensures that foods are stored at the correct temperatures to prevent bacteria growth. Performs other duties as assigned.

CONDITION OF EMPLOYMENT: Participation in Electronic Fund is Transfer (EFT) is mandatory.

WHO MAY APPLY: Any qualified person who meets the qualification requirements below.

QUALIFICATION REQUIREMENTS: Applicants must have had nine (9) months of experience in a restaurant or cafeteria style setting. In addition applicants must be able to lift or move objects weighing up to 30 pounds and occasionally lifting and carrying objects weighing up to 45 pounds. A favorable CID check is required.

HOW TO APPLY:

1. Current NAF Employees and outside applicants must fill out the Optional Application for Non-Appropriated Fund Employment (DA 3433). The announcement number **19-04** must be written in block number (3) of the DA 3433. Be certain to describe your experience and education in detail so that your qualifications can be evaluated correctly.
2. Applicants with prior military service must attach **DD Form 214** to the application. Military Spouses who are eligible for **Spouse Employment Preference** must attach a copy of their sponsor's PCS Orders.
3. Attach copies of all college transcripts to the application.
4. Attach all forms together and mail or deliver to the following address:

US Army Garrison-Michigan (Selfridge)
Non-Appropriated Fund Personnel Unit
PECP-NCR-G/NAF, Bldg 970, Room 107
44370 N. Jefferson
Selfridge ANG Base, MI 48045
Phone Number (586) 307-5691/5701
Fax Number (586) 307-5356

DEPARTMENT OF THE ARMY NON-APPROPRIATED FUND INSTRUMENTALITIES ARE
EQUAL OPPORTUNITY EMPLOYERS.

NAF EMPLOYEES AND APPLICANTS WILL BE FREE FROM REPRISAL IN MAKING
PROTECTED DISCLOSURES AND THE CONFIDENTIALITY OF EMPLOYEES AND
APPLICANTS WILL BE PROTECTED.

MILITARY SPOUSES HAVE EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE
MUST BE REQUESTED WHEN SUBMITTING DA 3433 AND A COPY OF SPONSOR'S PCS
ORDERS MUST BE ATTACHED TO THE APPLICATION.

REFUSAL BY THE SPOUSE TO PARTICIPATE IN ESTABLISHED RECRUITMENT
PROCEDURES (I.E., INTERVIEW, KSA'S WHERE REQUIRED, ETC.,) IS CONSIDERED A
DECLINATION OF EMPLOYMENT AND IS A BASIS FOR TERMINATION OF SEP
ENTITLEMENT FOR THE CURRENT PCS OF THE SPONSOR.

INVOLUNTARY SEPARATED MILITARY (ISM) AND THEIR FAMILY MEMBERS HAVE
EMPLOYMENT PREFERENCE. EMPLOYMENT PREFERENCE MUST BE REQUESTED AND
PROPER IDENTIFICATION MUST BE PRESENTED AT THE TIME OF REQUEST.

THE DEPARTMENT OF THE ARMY NAF PROVIDES REASONABLE ACCOMMODATIONS TO
APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR
ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE SERVICING
CIVILIAN PERSONNEL UNIT. REQUESTS FOR REASONABLE ACCOMMODATION ARE
MADE ON A CASE BY CASE BASIS.